



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



LAKE NORMAN YMCA PRESCHOOL

2020-2021

Parent Handbook

ymcacharlotte.org

ADMINISTRATIVE TOPICS

Welcome to the Lake Norman YMCA Preschool! As in previous years, our program simply gets better. If you are returning, anticipate seeing curriculum and administrative changes which we expect will enhance everyone's preschool experience. This year's Christian theme is "F.I.S.H." FIRST I SEE HIM." Look for the evidence of this emphasis as the year progresses.

The Lake Norman YMCA offers a preschool program designed to meet your child's educational needs with activities that include group play time, Bible stories, music, art, fine and gross motor development. All our classes are planned to develop each child's self-esteem and strong image of self-worth through learning and sharing in a fun, structured environment. Children are encouraged to explore, ask questions, and solve problems in a warm Christian setting.

Our program is a combined system of thematic learning, physical activity, and Christian education. We believe that through play and other process-oriented experiences children gain confidence in their ability to learn. From the learning centers, to the organized classrooms to the playground and gymnasium, we strive to provide an atmosphere where children can laugh, learn, and play; a place where a child can be a child, growing intellectually, emotionally, socially, and spiritually every day.

In addition to reviewing the parent handbook, we ask that parents also read the "COVID-19 Precautions" information on Preschool Central to learn about the steps we are taking to prioritize the health and safety of our preschoolers and staff.

OUR MISSION

To put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

OUR VALUES (Our Character Traits)

Caring, Honesty, Respect, Responsibility, Faith

OUR FOCUS

For Youth Development: Nurturing the potential of every child and teen.

For Healthy Living: Improving the nation's health and well-being.

For Social Responsibility: Giving back and providing support to our neighbors.

PURPOSE AND GOAL

As an aspect of our organization's focus, Youth Development, we strive to help preschoolers learn and grow through carefully planned, Christian and mission-focused curriculum that teaches the following four pillars:

1. Healthy choices
2. Building relationships
3. Skill development
4. Servant leadership

Through this we will achieve our goal to provide a safe, wholesome Christian environment so that your child may achieve their greatest God-given potential. Each child will experience age-appropriate opportunities that will help them grow physically, mentally, socially, and spiritually.

DIVERSITY AND INCLUSION

The YMCA of Greater Charlotte recognizes that individuals, families and communities are diverse. The YMCA values and respects this diversity and chooses to be inclusive through its acceptance of all individuals regardless of race, age, gender, religion, ability or cultural identity. The YMCA, while not adhering to any doctrine or dogma, is committed to Christian principles. This includes asserting that all individual, without exception, are intrinsically valuable.

PRESCHOOL DIRECTORY

Michelle Jackson
Youth Development Coordinator
michelle.Jackson@YMCACharlotte.org
(704) 716-4431

Kyna Badger
Program Registrar
kyna.badger@ymcacharlotte.org
(704) 716-4409

Katie Eagan
Associate Executive Director
Katie.eagan@ymcacharlotte.org
(704) 716-4432

Sales and Service Desk
(704) 716-4400
(704) 716-4401 Fax

PRESCHOOL STAFF

Katie Eagan is the Lake Norman YMCA's Associate Executive Director and oversees all programs within the Lake Norman Branch. Michelle Jackson is the Youth Development Coordinator and oversees all day-to-day operations of the preschool.

TEACHERS

What's the key ingredient to a great Preschool? Great staff! We start by hiring teachers with excellent character, strong values, enthusiasm and a passion for working with children. Before school starts, we add more than 30 hours of instruction in training such as child development, dealing with discipline and positive reinforcement. We look for leaders who exemplify outstanding character, compassion, and love of children. High expectations are set for our preschool staff each year and they are evaluated on a regular basis. All our staff members are trained in: CPR, First Aid, Child Abuse Prevention and Working with Children.

Communication between parents and teachers is strongly encouraged! You will receive a weekly notification on our Communication Platform. This will include weekly photographs, information about the weekly curriculum and notifications about up coming activities. You may send messages to the teachers via the communication sheet located in their folders and if you have specific questions about your child's behavior or participation, please schedule a conference outside of class time. This will ensure that classroom instruction is uninterrupted for all participants and your concerns are thoroughly addressed professionally.

Due to our policy on Child Protection, our teachers or staff members are not allowed to babysit for participants they meet in the program.

SCHOOL CALENDAR

August:

Preschool Virtual Orientation (Thurs 3)

September:

First Day of School (Tues 8)

Wear Red (Mon/Tues 14, 15)

Teacher Workday (Mon 28)

October:

Wear Orange (Mon/Tues 12, 13)

Teacher Workday (Mon 19)

Fall Festival/Costume Parade (TBA)

November:

Teacher Workday (Tues 3)

Preschool Closed (Mon 11)

Wear Brown (Mon/Tues 9, 10)

No School – Thanksgiving Break (Wed 25 – Fri 27)

December:

Wear Green (Mon/Tues 7, 8)

Class Christmas Programs (TBA)

No School – Christmas Break (Wed 22–Fri 31)

January:

No School – Happy New Year (Fri 1–Mon 4)

Wear Blue (Mon/Tues 11, 12)

No School – Martin Luther King Day (Mon 18)

Parent/Teacher Conferences (TBA)

February:

Wear Pink (Mon/Tues 8, 9)

March:

Wear Yellow (Mon/Tues 8, 9)

No School – (Fri 12)

April:

No School – Spring Break (Thurs 1 – Fri 9)

Bunny Hop (TBA)

Healthy Kids Week (TBA)

Field Day (TBA)

Wear Purple (Mon/Tues 12, 13)

May:

Wear Black & White (Mon/Tues 10, 11)

4 Year Old Graduation (TBA)

Last Day of School (Thurs 27)

Preschool Virtual Orientation - Thursday, September 3rd

Fabulous Fours Class Fish
Terrific Threes Class Frog

9:00AM
11:00AM

Fabulous Fours Class Fish
Terrific Threes Class Frog

9:00AM
11:00AM

Room Names

FISH- First I Seek Him
FROG- Fully Rely On God

RATIOS

Our ratios are very important to the preschool and are significantly lower than the state requires. In addition to a low Teacher: Student ratio, we also take pride that our class sizes are low to further protect and enhance your child's school experience. This will allow each child a more personalized learning environment.

<u>Class</u>	<u>Teacher: Student Ratio</u>	<u>Maximum Class Size</u>
Terrific Three's	1 to 10	20
Fabulous Four's	1 to 10	20

ADMISSION

Children are enrolled based on space available as determined by the Early Childhood Director. During early registration, admission requests are open to current preschool participants and their siblings for two full weeks, followed by Lake Norman YMCA members for two weeks, then community participants. We will maintain a waiting list once a class fills up and all admissions are based on a "first come, first served" basis. The YMCA of Greater Charlotte will not discriminate by race, color, sex, nationality, origin, creed, or special needs. The Lake Norman YMCA reserves the right to deny preschool admission or continued participation if one or more of the following conditions exist:

- The child's information in packet is not returned promptly.
- The child is not participating in or benefiting from the program.
- The staff can not provide adequate or safe care for the child.
- The staff can not provide adequate or safe care for other enrolled children due to the behavior of the child.

REGISTRATION

To register your child, you must complete a registration packet; pay a non-refundable registration and event/supply fee. Your child's registration packet contains the following forms:

Preschool Registration form
Preschool Classes
Preschool Tuition Payment Option
Child's Personal Information
Medical Information
Medical Waiver
Medication Release Form

Preschool Discipline Policy
Childcare Wellness Policy
Volunteer Worksheet
Preschool Carpool Request
Preschool Calendar Dates & Orientation
Preschool Supplies

WITHDRAWAL

If you plan to withdraw your child from the program before the end of the school year, please give a written notice to the Preschool office 15 days in advance. Otherwise, tuition is charged as scheduled. We may request an exit interview to discuss your reason for withdrawal.

ADJUSTED PROGRAM RATE

As part of our My Y pricing rate structure, an adjusted program rate is available to all who qualify. Both members and non-members must provide income verification at the member service desk to receive an adjusted program rate. All program rate adjustments are subject to branch-specific, program-specific caps and standard rates are set by each individual branch.

TUITION AND FEES

Nine equal monthly payments are made by automatic withdrawal from your checking account each month. Initial payment will be drafted on August 15th and the last on April 15th. For Credit Card Drafts remember to allow 5 days for processing payments. Refunds are not given for days missed due to illness, snow days, or vacation. A \$25.00 bank fee will be charged if the tuition check is returned for insufficient funds.

Please note, anyone starting after the initial draft period may be subject to a different monthly tuition payment. Our Program Registrar, Kyna Badger, can quote you a price upon her receipt of your enrollment packet. Please know, you will only be charged for the time enrolled.

If you have any questions, please feel free to reach myself (michelle.jackson@YMCACharlotte.org) or our Registrar (kyna.badger@ymcacharlotte.org). Either of us will be happy to assist you the best way we can!

REGISTRATION

Fee is \$75.00 for members/ \$100 non-members.

EVENTS/SUPPLIES

To cover the cost of supplies and special events PLUS offer a unique and fun Preschool program that only the Lake Norman YMCA can offer, we must charge a nominal fee for each child attending. Both fees are separate from your registration fee and tuition and will cover:

*Fall Festival *Special activities
Terrific Three's: \$80 fee per child
Fabulous Four's: \$110 fee per child

(This fee covers items listed above in addition to a Pre-K curriculum, a memorable graduation keepsake & ceremony at the end of year.)

INSURANCE

The YMCA of Greater Charlotte provides liability insurance on all programs. It is the program participant's responsibility to provide his or her own accident insurance coverage. Parents should include their personal health insurance information on the child's health form. This information will only be used to facilitate medical treatment if required. Parents are responsible for prescriptions and charges incurred for outside medical treatment of their child if such services are required while in attendance at the preschool program.

OPERATING PROCEDURES

DISCIPLINE

The philosophy of our program is based on the golden rule with respect being shown to all. Good manners and personal empathy are traits we will foster. Encouraging good behavior helps discourage unacceptable behavior. Therefore, using this principle of positive reinforcement, each child will be praised for good work and made to feel important and successful. Negative behavior will be confronted and redirected toward positive behavior. If a child is continually disruptive and refuses to be redirected to positive behavior, he or she will be removed from the classroom setting for a short time. During this time, the child has a chance to think about the misbehavior leading to his or her removal from the group. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown to the other children.

Our staff will never:

- Withhold food as a means of discipline.
- Discipline children for toileting accidents.
- Use physical discipline (shaking, spanking, or slapping).

Suspension from Preschool may occur for behavior that is putting your child or another participant in harms way (for example: hitting, biting...etc.) Suspension will occur after the third incident or the Preschool Director's discretion. Our teachers are committed to working with parents regarding disciplinary matters; however, should these processes fail and behavioral problems are not corrected, the Preschool Director reserves the right to dismiss the child from the program. Please encourage your child to follow the instructions of teachers and other preschool staff. Our goal is to guide children in becoming happy, responsible, and cooperative participants through positive teaching techniques.

PHOTO ID PROTECTION

At the Lake Norman YMCA, your child's safety is a top priority! To further protect your child, we will request a photo id from any person picking up a child within all our childcare facilities. It is the parent/guardian's responsibility to inform us who is authorized to pick your child up and to inform those individuals authorized to pick up your child from preschool that they will need to show a photo ID. Lake Norman YMCA reserves the right to deny custody to all persons who do not show a photo ID, are not on the list of persons authorized for pick-up, does not have a properly-secured child passenger restraint device and/or appears to be intoxicated. We will be checking your child/children using an I pad system. For members your photographs will automatically be in the system and we will need your signature during rides out. For non members we will take your photograph and your child/ children photograph during rides in and again for rides out a signature is needed.

CUSTODY ISSUES

In cases of separated or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation document is in our file expressly forbidding such parent from picking up the child from our program, or from picking up at times not allowed by the court decree. The court decree must specify the rights of visitation on the YMCA property during preschool hours and it must specify in writing that visitation is permitted by the non- custodial parent. Otherwise we will not permit visitation.

INTOXICATION

At times, we are called to make decisions concerning their safety. If a YMCA staff member believes that a parent is intoxicated when they arrive to pick up their child, we will detain the child until an alternate plan can be

arranged for the transportation of the child and their parent. We will first try to contact another family member, spouse or one of the emergency contacts listed on the child's registration form. If those means are unsuccessful, a cab will be called at the parent's expense. If the parent who is suspected to be under the influence of drugs or alcohol is unruly, uncooperative or out of control physically, for the safety of the child and the staff member, the staff may have no choice but to contact the local authorities.

CAR SEATS & YOUR CHILD'S SAFETY

The North Carolina Child Passenger Safety Law states:

- All children less than sixteen years old must be buckled up in either the front or back seat.
- A child who is younger than age eight and who weighs less than 80 pounds must be properly secured in a child passenger restraint device (CRD) that:
 - 1) meets Federal standards applicable at the time of its manufacture, and
 - 2) is appropriate for the child's weight and height.
- A CRD must be installed in the rear seat, if the child is required to be in a CRD and the vehicle has an active passenger side air bag. The CRD may be installed in the front seat if it is designed for use with air bags.
- When a child reaches age eight and 80 pounds a seat belt may be used instead of a CRD to restrain the child if it fits properly.

In addition, it is strongly recommended that:

- All children age thirteen and under should ride buckled up in a rear seat.
- Infants in rear facing child safety seats should NEVER ride in the front seat of a vehicle with an active passenger side air bag. Small children should ride in a rear seat in child safety seats approved for their age and size.
- If a child over one-year old MUST ride in the front seat with a passenger side air bag, put the child in a front facing full harness CRD, a belt-positioning booster seat, or a correct fitting lap/shoulder belt-- AND move the seat as far back as possible.

DROP-OFF PROCEDURE

Drop-Off Procedure and Health Screening Information

- Health screenings, including an online health questionnaire and temperature check, will be conducted on all staff and participants prior to entering the facility.
- Staff will take the temperature of children using a temporal thermometer, and children will not be permitted to stay if the temperature is at or above 100.4. Parents may not leave until their child is cleared to enter.
- Parents will receive more information about drop off, including carpool procedures, prior to the start of preschool.

RIDES IN/ RIDES OUT

Throughout the school year there is a drive-up service for dropping off and picking up your child. Drop off service or "Rides In" is from your child's class start time 8:45 until 9am. Pick up or "Rides Out" starts at 12:45 until 1pm. This process will require some time and patience to master. During the first few weeks of school, we ask for your patience and understanding as the children adjust and you as parents figure out the routine. This system may be a new experience for your child and we understand that they may feel excited or scared. However, our system has been a success for over twelve years and we are confident that your children will soon be comfortable with the process. Please take advantage of this service; it will make it easier for your child to transition to preschool.

Rides In

When you enter the YMCA parking lot, go straight and make your 2nd possible right; then make your first left. Please stop at the first picnic table your child will have their temperature tested and noted. Follow the perimeter of the lot on the left side of the roadway around the cul-de-sac. Stop at the first available cone (#1, 2,3,4, or 5). Preschool Staff will be there to open the left passenger door and allow your preschooler to exit the car. They will then bring him/her to their classroom. Children will need to be ready to exit the car with all their daily items. Once the child has exited the car, follow the road, straight, to the end of the parking lot; then make a right at the stop sign. After stop, make a left to exit the Y.

Rides Out

When you enter the YMCA parking lot, go straight and make your 2nd possible right; then make your first left. Follow the perimeter of the roadway on the left side. STOP just after the speed bump. A Preschool staff member will check your photo ID. After your ID has been checked, follow the cul-de-sac on the left side of the roadway to your cone number (#1, 2,3,4, or 5). Preschool staff will walk your child to the car and will remain at the car until you buckle in your child. Once the child has buckled in, follow the road, straight, to the end of the parking lot. Then make a right at the stop sign. After stop, make a left to exit the Y.

EARLY SIGN OUT

Please call the Program office and we will have your child ready to go.

LATE PICK UP

We will grant a five-minute grace period for late pick-ups. If you arrive after the staff member has left the parking lot, YOU ARE LATE. Please park your car and proceed to the Membership Desk. They will call the Preschool Office to notify us of your arrival. After the grace period, a \$1.00 per minute fee is assessed and payment is expected upon your arrival. This fee will be collected at the Membership Desk. If your child is not picked up after 30 minutes, we may call the local authorities. Chronic late pick-ups may result in dismissal from preschool. Preschool students may not participate in the following programs or a combination of the following programs for more than four hours in a 24-hour period in a Charlotte YMCA or a combination of Charlotte YMCA's: Children's Enrichment Programs and Unlicensed Preschool.

RIDES IN/OUT MAP

Old Statesville Rd

Davidson St

Upper Field

Directions

Rides In

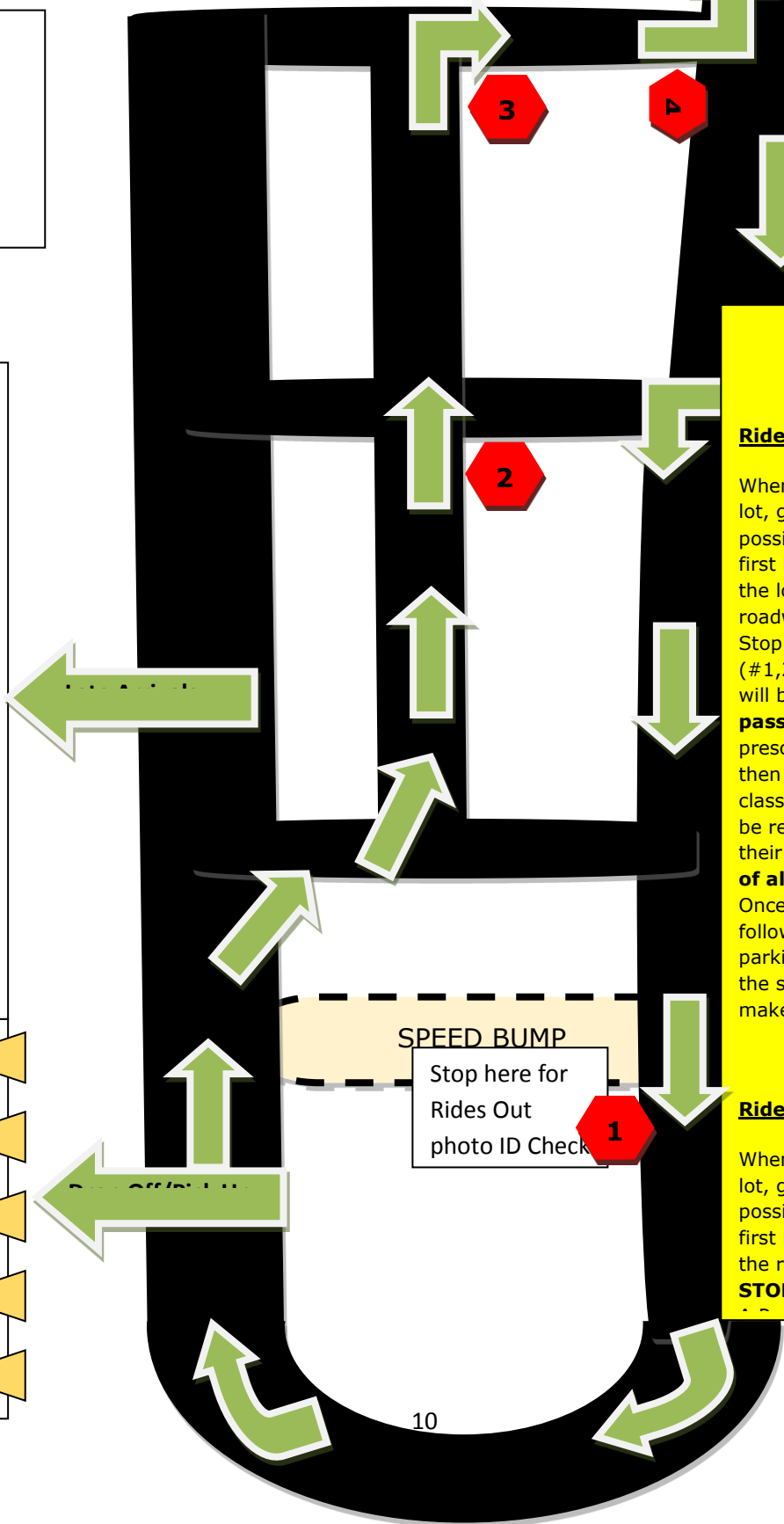
When you enter the YMCA parking lot, go straight and make your 2nd possible right; then make your first left. Follow the perimeter of the lot on the **left side** of the roadway around the cul-de-sac. Stop at the first available cone (#1,2,3,4, or 5). Preschool Staff will be there to open your **left passenger** door to allow the preschooler to exit the car and then bring him/her to their classroom. Children will need to be ready to exit the car with all their daily items. **For the safety of all, please remain in cars!** Once the child has exited the car, follow the road to the end of the parking lot; then make a right at the stop sign. After you stop, make a left to exit the Y.

Rides Out

When you enter the YMCA parking lot, go straight and make your 2nd possible right; then make your first left. Follow the perimeter of the roadway on the **left side**. **STOP** just after the speed bump.

SPEED BUMP

Stop here for Rides Out photo ID Check



Preschool Wing

EVALUATIONS

We need your comments, input, and ideas on how to make our preschool program better. Evaluation surveys are sent via email or phone during the school year. Please take the time to respond to these and give us your feedback. If you need to make specific comments other than during our scheduled time, feel free to grab a comment card at any of the boxes located throughout the YMCA or contact the Early Childhood Director by email. These evaluations allow us to make necessary improvements within the program and to recognize staff members that are providing outstanding service to you and your family.

LOST AND FOUND

We will make every effort to return items your child brings in to preschool home. If you discover that something is missing, please send in a note or email your child's teacher. If the item is in the class they will send it home the next school day. You may also check the lost and found located adjacent to the Member Service Desk. The Lake Norman YMCA is not responsible for lost, stolen, or damaged clothing or equipment. Items sitting in lost and found will be donated to Goodwill on the first of each month. Therefore, if something turns up missing near the end of the month, check for it *quickly*. If an item is **labeled**, you will be called before it goes to charity.

SPECIAL ACTIVITIES

GYMNASTICS

The Terrific Three's and Fabulous Four's will build gross motor skills in the YMCA Gymnastics Center. Activities are structured to suit each age group and children are closely supervised as they run, jump, balance, and tumble. Our teachers are trained on the use of equipment in the center to ensure your child will have a fun, exciting and safe experience. On days that your child is scheduled to have gymnastics, dress your child in "athletic" styled clothing without zippers, snaps or other adornment that could snag on equipment. Girls should refrain from wearing dresses or skirts. Also dress your child in easy access shoes, preferably those with Velcro closures so that they can easily take their shoes off and put them on.

SWIM DAYS

Terrific Three's and Fabulous Four's will participate in scheduled swim days. On days that your child is scheduled to swim, send him/her in with the bathing suit on and school clothes over it. Pack a bath-size towel and underwear in a swim bag or zip-lock gallon and **label** everything. Easy access shoes are strongly suggested to help your child learn to get dressed themselves. During a swim session, children will practice skills they need to learn to swim, learn rules for pool safety, and have fun in the water. All Children must wear a lifejacket approved by the YMCA lifeguard during their swim session. This adds an extra measure of safety in the water and assists in their swimming efforts. No child can swim without a life vest. Rest assured that we will not force your child to swim. The goal of swim days is to have fun and gain confidence in the water. We also realize that health reasons such as an ear infection or diarrhea may prevent your child to swim. Please let your teachers know if your child needs to stay out of the pool.

PRESCHOOL LIFE

WHAT TO EXPECT

All children work on an age based curriculum to help them prepare for school. Each class focuses on the basics (A, B, C's, 1, 2, 3's, colors, shapes, etc.), a monthly bible verse, daily prayers and classroom etiquette. Please try and have your child arrive on time so that he/she does not miss anything important.

In addition to the age based curriculum:

- Each age group will learn basic musical concepts such as dynamics, rhythm and tempo in age appropriate activities. Creative movement and the use of rhythm instruments are used to expand their understanding of musical and literary concepts.
Terrific Three's and Fabulous Four's have added a dedicated time to explore science and math concepts (i.e., S.T.E.M., Five Senses, Weather, Seasons and more). They also explore art appreciation and will learn general art concepts such as primary and secondary colors, texture and pattern.
- Fabulous Four's proudly teaches a Pre-K curriculum from Handwriting Without Tears. They work on letter writing & recognition, pre-reading skills, basic literary skills, math, science and social studies.

WHAT TO BRING

All children should bring a backpack and their lunch for the day. We ask that you refrain from packing peanut butter or anything nut related do to allergies. We do our best to accommodate all but that is one common allergy that we know can be an issue. Those that are not potty-trained need to bring two labeled diapers each day they attend. Parents are responsible for providing the diapers; please note we do not have extra diapers. Toys from home can be lost or cause friction among children; we ask that you encourage your child to leave all toys and personal items at home. Adventurous One's may bring something for security such as a pacifier or blanket for comfort which the teacher will place in his or her back pack at the first available opportunity.

SUPPLIES

Throughout the school year we use a lot of supplies for communication, crafts, gross motor and daily care. We are asking for your help with some items that you would normally purchase for school. These items will be used throughout the year for your child's classroom.

Please send the following items to preschool with your child at the orientation meeting or on their first day of school.

For the 3's

- | | |
|---|--|
| 1 change of clothes labeled in a zip-lock bag | 1 box of tissues and sandwich size zip lock bags |
| 2 containers of baby wipes | 1 white short-sleeve t-shirts |
| 1 container of playdoh | 2 plastic poly 2-pocket portfolio with fasteners |

For the 4's

- | | |
|--|--|
| 1 change of clothes labeled in a zip-lock bag | 1 box of tissues and sandwich size zip lock bags |
| 1 container of baby wipes | 1 bottle of hand SOAP |
| 1 bottle of hand sanitizer | 1 white short-sleeve t-shirts |
| 1 men's white, short sleeved, collared dress shirt | 1 family picture |
| 1 (Red) plastic poly 2-pocket portfolio with fasteners (Read Every Day folder) | |
| 1 (any color) plastic poly 2-pocket portfolio with fasteners (Daily Work folder) | |

Donations are always welcome at our preschool! If you have any gently used toys or books that your children grow out of and would like to donate them to the preschool, please send them to the preschool office.

WHAT TO WEAR

Since we learn through play and discover many new things, stains may occur. We ask that you dress them in clothing that is simple, comfortable, washable, and easy for your child to manage. Rubber soled shoes are a must during running and outdoor activities. If clothing is stained, we will dress your child in their extra set of clothes and the soiled clothing returned to you in their backpack. **Don't forget to send an extra set of clothing back if this happens.**

MESSAGES FROM SCHOOL

Your child will need to bring a backpack to school each day. This backpack is used to transport lunch, his/her folder containing papers, messages, crafts along with any soiled clothes. The folder will contain a class schedule, calendar. If you need an additional electronic copy of these items, please contact his/her teacher. Calendars will inform you of the activities planned, daily behavior and academic focal points for the month. Please refer to it so that your child can be properly prepared for his or her school day. "Weekly Sheets" will be sent home at the end of each week and describe what books were read, songs sang, and teachers notes. **Please check your child's bag after school each day to ensure that you don't miss any important news.**

LABELING

We cannot emphasize enough the importance of labeling ALL your child's personal belongings. Very often if an item is not labeled, teachers are unable to determine its owner. Therefore, if your child brings it to school, make sure that their name is clearly written on it. This means that you label EVERYTHING!

- | | | | |
|----------|-------------|------------|---------------|
| shoes | socks | clothes | diapers |
| coats | umbrellas | backpacks | towels |
| utensils | lunch boxes | drink cups | bathing suits |

LUNCH

It is the parent's responsibility to pack a nutritious lunch each day for their preschooler. Teachers will monitor the students during lunch each day to insure safety, Please pack items that your child can open on their own. However, they will **NOT** be responsible for the order or amount your child chooses to eat of his or her lunch items lunches will not be heated. You are encouraged to use insulated containers to keep your child's lunch appropriately hot or cold.

Please send a water bottle since we can only use the hands free water fountains at this time.

ALLERGEN STATEMENT

While the YMCA of Greater Charlotte is committed to providing an environment free of peanuts and tree nuts, we cannot guarantee that allergens will not find their way into our facility. Parents or guardians should make every effort to provide meals and/or snacks that do not contain nuts. However, we realize that most packaged products are labeled with verbiage that indicates foods may contain traces of nuts or may be made in facilities or on equipment that processes nuts so we do expect that some packaged products in our facility will contain that messaging.

CLASS BIRTHDAY CELEBRATIONS

You may celebrate your child's birthday in class by making advance arrangements with his/her teachers. Remember while the YMCA of Greater Charlotte is committed to a peanut allergy friendly facility, we cannot guarantee that peanuts will not find their way into our facility. We ask that you continue to take every precaution to protect yourself and your children from unwanted exposure to peanut allergens. Please check with your child's teachers on any food allergies that a child may have in the classroom and they may be able to make suggestions if needed. We understand that you may not be able to invite the entire class to your child's birthday party. So, to prevent any hurt feelings, we ask that you to send any birthday invitations electronically and **NOT** through the teachers. Also presents should not be exchanged in the classroom.

SPECIAL SITUATIONS

Wellness policy- 72 hours fever free is new

Children who have the following symptoms should remain at home until they are symptom free for 24 hours (72 hours for fever) without the use of medication or unless a written note from the child's physician is provided, stating that their symptoms are not contagious:

- A fever 100.4 degrees or higher. Children must be fever-free for at least 72 hours without fever-reducing medication before they can return to programs.
- Continuous and/or colored nasal drainage. A current note from a physician can be provided if drainage is caused by an allergy.
- Diarrhea. Child cannot have more than two loose stools in a 24 hour period.
- Vomiting within a 24 hour period.
- Communicable diseases. Examples include, but are not limited to, pink eye, head lice, skin rash, and strep throat.

Staff will notify parents to pick up the child when any of the following conditions exist:

1. The child displays any of the symptoms above.
 2. The illness prevents the child from participating comfortably in program activities.
 3. The illness results in a greater need than the YMCA staff can provide without compromising the health and safety of the other children.

MEDICATION

The Lake Norman YMCA prefers that all medications be administered at home before the school day. However, if medications are absolutely required, please notify the Preschool office. **A signed medication release form must accompany all prescription medications. Prescription medications MUST BE IN THE ORIGINAL CONTAINER that identifies the prescribing physician, name of the medication, the dosage and the frequency of administration and only if accompanied by a physician's note.** No medications, including over the counter items such as vitamins, creams, lotions, aspirin, allergy medication or liquid medications will be distributed. Place all medications in a Ziploc bag with your child's name and class written on the bag and turn in to the Preschool Office to be placed in a locked box.

EMERGENCIES

Our preschool staff will treat routine cuts, scrapes, and bumps. However, we will contact you in the case of any injury to the head, a biting incident, serious illness or a serious accident involving your child. If you cannot be reached, your signed authorization on your child's health form allows us to secure prompt treatment. Please note that in the case of a life-threatening emergency, we will call 911 first.

INCLEMENT WEATHER

In the event of inclement weather or other event that requires closing or delaying preschool, we will notify parents as quickly as possible.

FIRE DRILLS

To prepare our students for the possibility of a fire in the Lake Norman YMCA complex we will conduct regular fire drills. Students will be taught how to leave the building quickly and in an orderly fashion. We will congregate either on the upper or lower field, depending on the location of your child's classroom. In the event of an actual fire, we will contact you to pick up your child when the authorities from the Fire Department tell us it is safe.

NUCLEAR EVACUATION PROCEDURE

In the event of a nuclear accident at Catawba Nuclear plant, the Lake Norman YMCA will evacuate. Members will need to provide their own transportation except for children in the Preschool and Afterschool programs. We will transport children by van or private car (if necessary) to the Statesville Branch of the YMCA of Iredell County. If a nuclear accident does occur, please do NOT go to the Lake Norman YMCA to pick up your child. Proceed to the Statesville YMCA, Lake Norman checkout procedures will be in effect and a photo ID is required to pick up any child.

Directions to the Statesville YMCA (704 873-9622) Take I—77 N to Exit 51 (I-40 W). Take I-40 W to exit 150 for Downtown Statesville. Turn left at the end of the ramp onto N. Center St. Turn Left at the first light onto Hartness. Proceed through the caution light. Turn left on Wesley Drive (Wesley Memorial UMC is on the corner). The YMCA is on the right.